

Federal Employee Skills Assessment

This skills assessment worksheet serves as a foundational tool to help you identify and organize your key competencies. Please note that it is not a comprehensive list and may not capture all industry-specific skills or qualifications. Use this document as a starting point to reflect on your core strengths and experiences, and tailor it further to specific job opportunities.

This worksheet is a useful tool when reflecting on personal brand, developing an elevator pitch, updating a resume and preparing for an interview. Use it to drive your career development and next steps. You are encouraged to document specific examples from previous roles for those skills that you identify as ‘highly experienced’ and ‘competent’ to provide you with documentation and content for your career endeavors.

CHARACTERISTICS VS SKILLS

A **characteristic** is a trait, quality, or inherent attribute of a person that influences how they behave, interact with others, or approach situations. Characteristics are often related to a person's personality, values, dispositions, and temperament.

Examples: Empathy, Adaptability, Integrity, Patience, Confidence

A **skill** is a learned ability to perform tasks or activities effectively and efficiently. Skills are typically task-oriented, and they can be developed and refined through practice, education, and experience.

Examples: Technical (Proficiency in software tools), Communication, Time Management, Leadership, Problem-Solving

SKILLS ASSESSMENT

Problem Solving, Research & Analytical Thinking	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Interpretive thinking: Ability to make judgments and decisions based on intuition and analysis.			
Analytical and evaluative thinking: Ability to analyze, assess, and evaluate complex situations and adapt approaches as necessary.			

Pattern recognition: Ability to discriminate between choices and apply learned patterns to identify solutions.			
Qualitative research and analysis: Conducting qualitative research, ensuring that evidence-based decision-making is a central skill.			
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Process and program improvement: Identifying creative and innovative ways to improve processes, programs, and overall organizational effectiveness.			
Application of research: Synthesize research, analysis and expertise to make recommendations to agency management, policymaking, regulatory decisions, government programs/services, and development of new products, technologies, processes, and/or advancements.			
Conducting Assessments: Evaluating federal programs, projects, or operations to ensure compliance with laws and regulations, such as assessing environmental impact for construction projects or reviewing financial performance in grant management. It includes analyzing data, identifying potential issues, and providing recommendations for improvements or corrective actions based on assessment findings.			
Other:			

Facilitation, Coaching & Content Design	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Facilitates/coaches programs and workshops: Ability to lead and coach, particularly in the context of delivering presentations or workshops.			
Facilitates meetings: Both internal and external.			

Content Design: Experience creating and designing engaging, learner-centered in-person or online course content that caters to a range of learning styles. Experience utilizing instructional design principles, ensuring courses are well-structured, interactive and aligned with learning outcomes.			
Training Needs Assessment: Experience in assessing training needs, identifying gaps, and tailoring content and delivery to meet the specific needs of individuals, teams, or organizational goals.			
Other:			

Project Management & Budgeting	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Project planning: Ability to build out a project plan and manage the project. Experience utilizing project management tools holistically, such as Asana.			
Program management: Ability to manage programs, including management of program objectives, budget, timelines, people, stakeholders and compliance with regulations.			
Budget management: Ability to build out a budget and determine when and how to revise budgets as necessary. Skilled in all stages of the budgeting process, including preparation, monitoring, analysis, revisions, reporting, ensuring compliance and long-term financial planning.			
Re-scoping at-risk projects: Ability to reassess and adapt project frameworks to make them achievable despite limitations (e.g., time, money, resources).			
Basic process improvement: Identify areas for improvement and implement basic process improvements to enhance workflow or efficiency.			

<p>Program/project management support: Providing technology and production support to programming, contributing to the successful execution of programs or projects.</p>			
<p>Events management: Experience with planning, managing logistics, and executing events. May include managing event budget, registration, marketing the event, securing high-level speakers and coordinating with vendors.</p>			
<p>Risk management and mitigation: Ability to identify, assess, and develop strategies to mitigate risks in projects or programs, ensuring smooth execution and minimizing disruptions.</p>			
<p>Compliance: Ensure government programs and operations align with relevant laws, regulations, and standards by providing essential guidance to agencies and employees. Uphold ethical, legal, and operational integrity by ensuring proper procedures are followed and addressing any gaps in compliance.</p>			
<p>Regulation and policy enforcement: Focus on actively ensuring compliance with federal laws and regulations by monitoring activities, reviewing permits, and conducting inspections. The primary objective is to enforce legal standards and ensure adherence to regulations in government operations, with a proactive role in addressing non-compliance.</p>			
<p>Cross-functional collaboration: Experience working across multiple departments or teams to coordinate and integrate efforts, ensuring project goals are achieved and timelines are met.</p>			
<p>Change management: Ability to manage change effectively within projects or programs, including preparing teams, stakeholders, and processes for transitions, ensuring smooth implementation of new systems, processes, or tools.</p>			
<p>Other:</p>			

Communication & Messaging	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Produce publishable written material: Ability to produce high-quality written content, such as blogs or marketing materials, following organizational guidelines.			
Contributing to proposals for funding: Contributing to the development of proposals aimed at securing funding for new initiatives, highlighting skills in persuasive writing and fundraising.			
Messaging: Effectively communicate the organization's messaging and programming to both internal and external audiences.			
Managing communication: Managing both internal and external communication with stakeholders.			
Defending points of view on complex issues: Ability to bring a clear, informed point of view to complex or conflicting issues and defend it effectively.			
Strategic communication planning: Ability to develop and execute comprehensive communication strategies that align with organizational goals, ensuring consistent messaging across various platforms and stakeholders.			
Media relations: Experience in developing and maintaining relationships with the media, crafting press releases, and managing public-facing communications to promote the organization's initiatives and enhance its public image.			
Social media management: Experience managing and overseeing social media presence to communicate key information, engage with the public, and promote transparency. Creating content, monitoring interactions, ensuring compliance with government communication policies, and managing crisis communications effectively across platforms.			
Crisis communication: Effectively managing communication during emergencies or critical			

situations, ensuring accurate, timely, and clear information is shared with the public, stakeholders, and media. Developing crisis communication plans, coordinating responses, and maintaining transparency while adhering to government policies and regulations.			
Public education and outreach: Educating the public, businesses, and stakeholders about federal laws, regulations, and best practices. Providing training, issuing informational reports, and leading outreach campaigns to promote awareness and compliance with environmental and regulatory standards.			
Other:			

Business Development, Grants/Contract Management & Stakeholder Management	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Business development efforts: Ability to guide the development of business strategies and initiatives.			
Managing relationships (General): Ability to build and maintain effective relationships with internal teams, government agencies, and external partners. This includes fostering collaboration, ensuring clear communication, and aligning efforts to meet organizational goals and comply with applicable regulations.			
Managing relationships (Stakeholders): Skilled in managing relationships with key stakeholders, including government officials, contractors, and community partners, to ensure successful program outcomes. This involves regular communication, addressing concerns, and ensuring stakeholder needs are met while aligning with federal policies and objectives.			
Contract management: Expertise in developing, reviewing, and drafting contracts in compliance with federal laws and regulations. This includes negotiating terms, managing contract			

modifications, conducting market research for vendors, and overseeing the performance of awarded contracts to ensure successful execution and compliance.			
Prospecting for new work: The ability to identify and pursue new business opportunities, showcasing proactive business development skills.			
Grants management: Overseeing the full lifecycle of grants, from application review to compliance monitoring and closeout, ensuring proper allocation and use of funds. Providing guidance to recipients, managing financial reporting, and ensuring adherence to federal regulations and policies throughout the grant process.			
Networking and collaboration: Leveraging personal and professional networks, in coordination with team leads, to strengthen inter-agency relationships and expand organizational opportunities and partnerships.			
Other:			

Technology & Data Management	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Computer literacy: Proficient in basic computer functions, including file management, internet browsing, and troubleshooting common technical issues.			
Microsoft Office Suite proficiency: Proficient in Microsoft Word, Excel, and PowerPoint to create, manage, and present documents, data, and reports.			
Document collaboration: Experience with collaborative features in Microsoft Suite (e.g., SharePoint, OneDrive, and Teams) for document sharing, co-authoring, and communication within teams.			

Technology support for programming: Providing technical support for program execution, whether for virtual platforms, media, or other technological needs.			
E-Learning: Moodle, Articulate, Coursera, Zoom recording, Udemy, LinkedIn Learning, edX, others.			
CRM data management: Performing data input and managing CRM processes to maintain accurate records.			
Software: Data analytics tools, statistical software, and excel advanced functions.			
Website Development: HTML/CSS, JavaScript, CMS, SEO, others.			
AI: Understanding of AI concepts, tools, platforms, and/or ethical considerations.			
Data collection & analysis: Gathering, interpreting, and analyzing data to support decision-making and inform policy development. May include using data to identify trends, evaluate program effectiveness, and develop recommendations for policy changes or new regulations to improve operations and services.			
Cybersecurity awareness: Knowledge of best practices in protecting sensitive data and ensuring secure systems within federal programs and projects, including familiarity with federal cybersecurity standards and regulations.			
Cloud computing: Experience with cloud-based platforms and services (e.g., AWS, Microsoft Azure) for managing and hosting federal data and applications, ensuring compliance with government data management policies.			
Automation tools: Proficiency in using automation tools (e.g., Robotic Process Automation, Power Automate) to streamline workflows, improve efficiency, and reduce human error in data processing or reporting.			
Informational Technology management: Manage the design, implementation, maintenance and security of technology infrastructure systems.			
Other:			

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Creative & Strategic Thinking	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Presenting creative and innovative ideas: Generating and presenting new ideas for improving processes and organizational effectiveness.			
Strategic planning: Developing long-term solutions that align with organizational goals and objectives.			
Visionary Leadership: Skilled in identifying emerging trends and anticipating future organizational needs, positioning the agency to adapt and thrive in evolving environments.			
Other:			

Human Resource Management & Supervision	1. Highly Experienced	2. Feel Competent	3. Would Like to Develop
Team leadership: Ability to lead, motivate, and guide a team toward achieving organizational goals, ensuring alignment with mission priorities.			
Performance management: Setting clear expectations, monitoring employee performance, providing feedback, and conducting performance evaluations.			
Conflict resolution: Addressing and resolving conflicts within teams or between employees, ensuring a collaborative and respectful work environment.			
Staff development: Identifying employee training needs, providing development opportunities, and mentoring staff to enhance skills and career growth. Supporting and delivering training programs, ensuring			

employees gain the knowledge and skills required to perform their roles effectively.			
Resource allocation: Ability to effectively manage and allocate resources, including personnel, to meet project goals while optimizing team productivity and efficiency.			
Recruitment and sourcing: Developing job announcements, sourcing candidates through various channels, and ensuring a diverse pool of applicants.			
Interviewing and selection: Conducting structured interviews, evaluating candidate qualifications, and making hiring decisions based on organizational needs.			
Onboarding and integration: Facilitating the onboarding process, ensuring new hires are integrated effectively into the team and aligned with organizational goals.			
Human Resources management: Ability to manage wide range of human resource functions such as employee relations, recruitment, job classifications, compensation, benefits, training, and compliance with federal laws and regulations.			
Career development: Experience with career coaching, resume writing, job search strategies, interview preparation, etc.			
Executive/leadership coaching: Experience and/or certification with one-on-one coaching, developing individualized coaching plans and coaching for results.			
Other:			

SPECIALIZED SKILLS

While we provided an 'Other' line in every section to capture skills that may not be reflected, if you were in a highly specialized or technical field, use this section to define the skill/context category and document your skills. For example, if you were in a highly skilled role such as a nurse or an engineer.

Skill	Context Category (i.e., Project Management & Budgeting, Communications & Messaging, etc.)

REFLECTION QUESTIONS

1. Referring to skills marked in column 1, list your three favorite skills that you are highly experienced at, and how you hope to utilize them in your next role.

2. Are you a subject matter expert in any specific issue areas, such as environmental policy, nutrition, national security, or another field? If so, which skills do you typically deploy in that role to ensure success and impact?

3. Referring to skills marked in column 3, list the top three skills you would like to grow, improve and/or learn.

4. What is one skill you have that you haven't had the chance to use in your most recent role, but would like to apply in future positions?


